



**Real Estate Appraiser Board  
 EXPERIENCE LOG**

**INSTRUCTIONS FOR COMPLETING EXPERIENCE LOG**

- Complete Property Address** Enter the complete address of the property being appraised.
- Month & Year** Enter the month and year of completion for the assignment(s) listed in the second column.
- Assignment Identification** Enter a description for the type of assignment separately (commonly used acronyms are acceptable).
- Type of Property** Enter the appropriate **code number** for the type of property appraised.
- |   |   |    |                      |
|---|---|----|----------------------|
| 1 | Single family, residential with exterior inspection | 7  | Commercial           |
| 2 | Single family, residential with full inspection     | 8  | Industrial           |
| 3 | Multi-family, 2 to 4 units                          | 9  | Hotel, motel         |
| 4 | Vacant lots, 1 to 4                                 | 10 | Office               |
| 5 | Farms (non-income producing)                        | 11 | Subdivision projects |
| 6 | Multi-family, 5 or more units                       | 12 | Land                 |
|   |   | 13 | Other                |
- Property Value** Enter the appropriate **code number** for the dollar value of the property appraised.
- |   |    |           |   |    |           |
|---|----|-----------|---|----|-----------|
| 1 | \$ | 0         | - | \$ | 100,000   |
| 2 | \$ | 100,001   | - | \$ | 250,000   |
| 3 | \$ | 250,001   | - | \$ | 1,000,000 |
| 4 | \$ | 1,000,001 | - | \$ | 5,000,000 |
| 5 |    | over      |   | \$ | 5,000,000 |
- Type of Involvement** Enter the appropriate **code number** that indicates your involvement on the appraisal assignment(s). Definitions of each category of involvement are printed in Part I of the Real Estate Appraiser Board Regulations.
- |   |  |
|---|--|
| 1 | Fee/staff appraiser, sole appraiser    |
| 2 | Fee/staff appraiser trainee, co-signer |
| 3 | Ad valorem                             |
| 4 | Reviewer                               |
| 5 | Real estate consulting                 |
- Hours on Assignment(s)** Enter each appraisal assignment and the total number of hours spent on the assignment.
- Total hours of Assignment** Enter the total number of assignment hours for each page on the bottom of each page.
- Supervisor Signature/  
License Number** **Supervisor's signature and license number must be on each page** (only required for trainee applications and upgrade applications if you are working for another appraiser).
- Description of work  
Performed by the Trainee/  
Applicant** All Trainees applying for an appraiser license must complete columns I thru X.

### Experience Log

Prior to entering information on this form, please make several photocopies of this blank form to ensure that you have additional forms to accommodate **all** your experience entries. Please number the pages according to the total number submitted (i.e. 1 of 3, 2 of 3, etc.) in the right-hand corner

**USE THE INFORMATION ON PAGES 1 & 2 TO COMPLETE THE FOLLOWING TABLE**

Page \_\_\_\_\_ of \_\_\_\_\_

1. Name: \_\_\_\_\_  
First
Middle
Last
Generation  
(SR, JR, III, etc.)
2. Social Security Number    -   -
3. Type of License you are applying for (check only **one**)  
 Certified General  Certified Residential  Licensed Residential

Complete Address of Property	Month & Year	Assignment Identification	Type of Property	Property Value	Type of Involvement	A-Applicant/Trainee	S-Supervisor	I. Site Inspection & Descriptions	II. Bldg Inspection & Descriptions	III. Nbhd Description & Analysis	IV. Highest & Best Use Analysis	V. Research of Comp Sales & Analysis	VI. Income Analysis	VII. Cost Analysis	VIII. Meaningful Sales Analysis	IX. Final Reconciliation	X. Other (please attach explanation)	Hours on Assignment(s)
<i>Example:</i> 2500 W. Main St. Richmond VA 23221	Sep-00	URAR	1	2	1	A	S	x	x	x		x						4
						A	S											
						A	S											
						A	S											
						A	S											
						A	S											

**Supervisor Signature** (must sign each page)  
 (only required for trainees or licensed/certified appraisers who are working under a Certified Residential or Certified General Appraiser)

Supervisor License Number 4001-\_\_\_\_\_

						A																	
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Total Hours of Assignment: \_\_\_\_\_

**Trainees only must:**

**Appraiser applicants who are not now Trainees do not need to complete columns I thru X**

- 1) Indicate to which portions of the assignment they contributed by putting an “x” in Columns I thru X.
- 2) Prepare a separate log for each month and have their supervisors follow instructions in item 3 below and sign where indicated.
- 3) For each portion of each assignment, Supervisors must indicate whether they: **P** – Had Primary Responsibility **C** – Co-appraised **R** – Reviewed and Approved

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**Supervisor Signature** (must sign each page)  
 (only required for trainees or licensed/certified appraisers who are working under a Certified Residential or Certified General Appraiser)

Supervisor License Number 4001-\_\_\_\_\_